

Application Form

Erosion Control & Stormwater Management Permit (>1 Acre)

Project Name: _____ **Project Type:** _____

Project Location: _____
(1/4 Section, Section, Survey Town Name)

The following contacts are required at the time of application: (enter on back page)

(Note: One person may serve as more than one contact type listed.)

- **Applicant:** The name that will appear on the permit. If not the property owner, **must represent the owner.** If not the project engineer, will receive copies of all communications sent to the engineer relating to the plan review and permit process. Must agree to all statements on back page and sign.
- **Engineer** (or Planner): The primary contact for the preparation of erosion control & stormwater management plans. All plan review comments by will be addressed to this contact. For all stormwater plans and other engineering, this person must: 1) be a licensed P.E. in Wisconsin; 2) stamp P.E. number and sign all plans submitted as part of a permit; and 3) oversee and certify final construction of all practices.

The following contacts are required before a permit can be issued: (enter on back page)

- **Grader:** Primary contact for all site grading activities.
- **Landscaper:** Primary contact for implementing all seeding/erosion control practices in the field.

Check which one you are applying for: (Items listed show what is needed to process application.)

___ Preliminary Review Letter¹	___ Erosion/Stormwater Permit
Items Submitted: (office use only) ___ 1. Signed Application ___ 2. Review Fee: \$ _____ ² ___ 3. Site Map ³ (Scale: 1"=100') ___ 4. Preliminary Erosion Control Plan ⁴ ___ 5. Preliminary Stormwater Mgt. Plan ⁵	Items Submitted: (office use only) ___ 1. Signed Application ___ 2. Review Fee: \$ _____ ² ___ 3. Site Map ³ (Scale: 1"= 100') ___ 4. Final Erosion Control Plan ⁴ ___ 5. Final Stormwater Mgt. Plan ⁵ ___ 6. List of Construction Contacts (see back) ___ 7. Financial Assurance: \$ _____ ⁶ ___ 8. Maintenance agreement ⁷

¹ A Preliminary Review Letter is an optional step offered to developers to facilitate other plan review/approval processes. It allows the developer to obtain conceptual/general review comments on plans prior to committing the resources needed to complete final design/construction plans. Preliminary Review Letters are required for subdivision plats and other large projects.

² The review fee amount is determined by the County, based on the current published fee schedule. One fee covers both preliminary review and final permit costs, but must be paid up front.

³ See Checklist #1 for items to be included in the existing/proposed site map.

⁴ See Checklist #2 for items to be included in the preliminary/final erosion control plan.

⁵ See Checklist #3 for items to be included in the preliminary/final stormwater management plan.

⁶ See published fee schedule for the financial assurance amount. The financial assurance will be held until: 1) a final site inspection is completed by the County, 2) as-built drawings & certification of construction is provided by the project engineer, and 3) documentation is received for the recording of stormwater facility maintenance agreement.

⁷ A long-term maintenance agreement must be prepared for all permanent storm water management practices and recorded on the property deed during subdivision platting or certified survey map recording. Samples area available.

Erosion Control & Stormwater Management Permit Application (cont.)

Applicant and Engineer Contacts Required to Process All Applications

Check all
that apply:

- ☐ Applicant
☐ Owner
☐ Engineer

Contact Name: _____

Mailing address: _____

Daytime phone #: _____ FAX: _____

E-mail address: _____

- ☐ Applicant
☐ Owner
☐ Engineer

Contact Name: _____

Mailing address: _____

- ☐ Applicant
☐ Owner
☐ Engineer

Daytime phone #: _____ FAX: _____

E-mail address: _____

Grader and Landscaper Contacts Required to Issue Permit (can be later)

- ☐ Landscaper
☐ Grader

Contact Name: _____

Mailing address: _____

Daytime phone #: _____ FAX: _____

E-mail address: _____

- ☐ Landscaper
☐ Grader

Contact Name: _____

I certify that all information submitted is correct and I understand that:

- A permit issued under this application will be in my name and that I am representing ownership of the property;
- All contacts listed on this form are subject to ordinance enforcement;
- County staff are authorized to enter upon the subject site to obtain information needed to administer the ordinance;
- The County must respond to all permit applications within 20 working days of submittal of a completed application and all required fees and support documents as required by Chapter 14, Waukesha County Code.

Signature of Applicant (Owner or Owner Representative)

Date